

Solicitation Number: 05-0002-02
Support Services for the Office of Naval Research for the Legislative Affairs Office

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0002 – Business and Finance Support Services are due by 2:00 PM (local), Tuesday, 07 December 2004.

1.0 Background

The Office of Naval Research (ONR) Legislative Affairs Office (LA) is responsible for coordinating ONR congressional relations. Legislative Affairs functional responsibilities include: 1) direct interaction with Congress in response to requests for information and briefings about ONR Science and Technology (S&T) programs, 2) coordination with the Defense Department (DoD) and Department of the Navy (DoN) of responses to congressional initiatives, and 3) internal coordination of exchanges of information and meetings between ONR program managers and congressional constituent companies and others that do not involve formulation of policy, interaction with Congress, or other inherently governmental functions.

2.0 Statement of Work

2.1 Objective

The purpose of this effort is internal coordination of exchanges of information and meetings between ONR program managers and congressional constituent companies and others that do not involve formulation of policy, interaction with Congress, or other inherently governmental functions. Work effort will be directed by and accountable to the Legislative Affairs Officer, Office of Naval Research (ONR LA). Support contemplated under this effort may require domestic and international travel. The focus of the effort is to provide support for congressional/ONR S&T initiatives.

2.2 Scope

The Contractor shall provide support for congressional/ONR S&T initiatives in the Legislative Affairs Office by coordinating and scheduling meetings between ONR program managers and congressional constituent companies and others. Work is to be performed on a normal working schedule, Monday thru Friday. Government Holidays are observed.

2.3 Technical Tasks/Requirements

In support of this effort, the Contractor will provide qualified personnel to perform the following task.

2.3.1 The contractor shall provide one (1) full-time onsite Program Analyst. The analyst shall review S&T initiatives and proposals originating with congressional constituent companies and others to assist in determining appropriate ONR program managers to assess initiative or proposal. He/she shall facilitate assessment of program requirements by coordinating schedule of meetings between ONR program representatives and prospective S&T performers. He/she shall assist in the development of PowerPoint presentations and posters used in congressional testimony and briefings. He/she shall assist in coordinating

production of S&T briefing books presented to congressional staff. He/she shall assist in coordination of conference and exhibit program as required.

2.4 Reports Data and Other Deliverables

2.4.1 Monthly Progress and Management Report. The contractor is required to provide a monthly progress and management report. The report shall include a list of the level of effort performed and work accomplished during the reporting period. Contractor format is acceptable.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the task.

3.1.1 Personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 Program Analyst. The candidate should have at least a Bachelor's degree from an accredited college or university and three (3) years of experience in providing analytical and administrative support in defense/Naval S&T policies, processes, and environment. The candidate should have excellent skills in customer relations and be able to communicate effectively with senior level DoD and DoN officials. The candidate should have excellent communications skills. The candidate should demonstrate competence in research and planning skills to support S&T initiatives. The candidate should have the ability to effectively organize and track taskings and develop well-written business letters and reports. The candidate should have excellent skills in scheduling meetings, preparing event materials and developing reports. Language skills are a plus. A Secret clearance is required.

3.2 Level of Effort

The level of effort has been estimated for the proposed contract. Both a one-year base period and four one-year option periods have been defined.

3.2.1 Base Period. The period of performance will be from the date of the Order through twelve (12) months thereafter. The level of effort anticipated for this period is approximately 1.0 man-year at an average rate of approximately 160 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Program Analyst	2,000

NOTE: 2,000 hours is equivalent to one (1) man-year.

3.2.2 Option Year I. The period of performance for Option I will be from the date of option exercise modification through twelve (12) months thereafter. The level of effort anticipated for this period is approximately 1.0 man-year at an average rate of approximately 160 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Program Analyst	2,000

NOTE: 2,000 hours is equivalent to one (1) man-year.

3.2.3 Option Year II. The period of performance for Option II shall be from the date of option exercise modification through twelve (12) months thereafter. The level of effort anticipated for this period is approximately 1.0 man-year at an average rate of approximately 160 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Program Analyst	2,000

NOTE: 2,000 hours is equivalent to one (1) man-year.

3.2.4 Option Year III. The period of performance for Option II will be from the date of option exercise modification through twelve (12) months thereafter. The level of effort anticipated for this period is approximately 1.0 man-year at an average rate of approximately 160 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Program Analyst	2,000

NOTE: 2,000 hours is equivalent to one (1) man-year.

3.2.5 Option Year IV. The base period of performance for Option IV shall be from the date of option exercise modification through twelve (12) months thereafter. The level of effort anticipated for this period is approximately 1.0 man-year at an average rate of approximately 160 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Year
Program Analyst	2,000

NOTE: 2,000 hours is equivalent to one (1) man-year.

3.2.6 The above labor category and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type. The Navy anticipates awarding a cost plus fixed fee level of effort task order. The task order will contain a twelve (12) month base effort and four one-year options.

4.2 Period of Performance. The period of performance for the base effort will be from the date of the Order through twelve (12) months thereafter. The period of performance for Option I shall be from the date of option exercise through twelve (12) months thereafter. The period of performance for Option II shall be from the date of option exercise through twelve (12) months thereafter. The period of performance for Option III shall be from the date of option exercise through twelve (12) months thereafter. The period of performance for Option IV shall be from the date of option exercise through twelve (12) months thereafter.

4.3 Other Direct Costs (ODCs). Other direct costs (ODCs) (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The Government estimate for travel and ODCs is \$7,000.00 per year, including G&A.

4.3.1 Travel and Per Diem. Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel shall not exceed the applicable rates found in the Joint Travel Regulations (JTR). All travel arrangements under the contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor. The Government estimate for travel and per diem is \$5,000.00 per year, including G&A.

4.3.2 Other Direct Costs (Other than Travel and Per Diem). Other direct costs (ODCs) may be required to fully support this task requirement. At this time, the specific items cannot be identified. Contractor should propose and estimate the cost of all ODCs required to accomplish the required task. The Government estimate for other direct costs, other than travel and per diem, is \$2,000.00 per year, including G&A.

4.4 Government Furnished Resources (GFR). The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.4.1 Facilities, Supplies and Services. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR). Parking facilities are not provided; however, several private (pay) parking facilities are located in the area. The ONR facility is within walking distance of the Ballston Metro Station. Monthly parking fees or any other type of transportation expenses (metro fare cards) for proposed personnel to commute to and from the place of performance should not be charged to the Order.

4.4.2 Information. All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.4.3 Documentation. All existing documentation relevant to this task's accomplishment will be made available to the contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.4.4 Equipment. With the exception to the basic facility items noted Subsection 4.4.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 OCT 2005. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

4.5 Place of Performance. Work will normally be performed at the Headquarters, Office of Naval Research located in Arlington, Virginia.

4.6 Security Requirements.

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will have access to sensitive data or records. As such, it will be necessary for proposed Contractor personnel to execute Nondisclosure Agreements (NDAs). All contractor personnel working under this Task Order will be required to sign an NDA provided by ONR. The NDA must be signed by both the employee and the employer and must be received by the Contracting Officer before the employee begins working under this Order. This requirement applies to prime contractor personnel, subcontract personnel, and consultants working under this Order. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

4.7 Subcontracts/Consultants. Contractor may request, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.8 Organizational Conflict of Interest

(a) The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets. The contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

(b) The contractor agrees that, during performance of the contract resulting from this Order solicitation and for a period of two years after the completion of its performance of the contract, the contractor, any affiliate of the contractor, any joint venture involving the contractor, any entity into or with which the contractor may merge or affiliate, or any other successor or assign of the contractor may not be eligible to participate as a prime contractor, subcontractor, consultant, joint venture, partner, or participant in any Government contracts, grants, partnerships, programs, or other agreements associated with this effort.

5.0 Proposal Requirements

5.1 Proposal Format. The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed five pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the contractor will

provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed, indirect rates, any consultants/subcontracts, and the indirect rate, if any to be applied to Travel/ODCs.

5.2 Other Required Documents. Offerors should be aware that, upon receiving an award, the following additional documentation will be required.

5.2.1 Non-Disclosure Agreement. Each employee of the successful offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the contractor as well. Attachment A to this solicitation includes the current NDA that will be used, unless otherwise instructed by the Government.

5.3 Proposal Submission. The due date for submission of proposals for this solicitation is 2:00 PM (local time) on 2:00 PM (local), Tuesday, 07 December 2004. Proposals can be:

- (a) E-mailed to Ms. LaQuia Geathers at geathel@onr.navy.mil, or
- (b) Sent by regular mail or hand delivered. Provide for the original and two copies to arrive by the above deadline at the following address:

Office of Naval Research
Attention: Ms. LaQuia Geathers, Code 0251
800 North Quincy Street
Arlington, VA 22217-5660
Ref: Solicitation Number 05-0002-02

6.0 Evaluation Information

6.1 Evaluation Criteria. A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. Best value is the outcome of any acquisition that ensures the Government meets the customer's needs in the most effective, economical, and timely manner. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts:

Price/Cost Factors

- (4) Cost

The Government will make the determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both technical and cost factors.

The offeror's technical capability (as measured by the technical factors) is equal to that of the cost factor. In regards to the stated technical factors, factor 1 is of the greatest weight;

factors 2 through 3 are equally weighted. These three technical factors are cumulatively equal to the cost factor.

Although cost is substantially less important than all of the technical factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the task order proposals in relation to the other factors on which selection is to be based, or when the cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts. For factor 3, the subfactor (a) quality of deliverables, is more important than subfactor (b) cost control.

6.2 Award. The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or before Monday, 27 December 2004.

7.0 Submission of Questions. Any questions regarding this solicitation must be provided in writing to the Contracts Point of Contact listed below. Acceptable modes for written question submission include facsimile and e-mail transmission. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments. Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

9.0 Contracts Point of Contact. The Contracts Point of Contact for this solicitation is Ms. LaQuia Geathers. She can be reached on (703) 588-0475. Her mailing address is in paragraph 5.3 above.

10.0 Contracting Officer. The Contracting Officer for this solicitation is Mrs. Vera M. Carroll, and she can be reached by e-mail at carrolv@onr.navy.mil or by telephone at (703) 696-2610.

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees,
both in his personal capacity and as an employee of

as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:

- i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.

- v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____